

聘 短期工作人员

United States--China Friendship Volunteers

Position Available

接待家庭协调员

美中友好志愿者办公室因2017年暑期培训需要，拟聘请接待家庭协调员壹名，工作地点：成都。

To apply, qualified persons must send a cover letter in English describing their qualifications for the position. They must also send a resume (curriculum vitae) in English or Chinese with education background, work history and salary history. The candidate must commit to the entire contracted period.

A brief position summary is included. Job description is subject to change and salary will be commensurate with skills and experience. Good benefits and training will be provided.

Application materials should be sent

- by post to: U.S.--China Friendship Volunteers, Sichuan University, BOX 278, Wang Jiang Road No. 29, Chengdu, Sichuan, 610064.
- Or, email to: homestay@cn.peacecorps.gov.

The deadline for receiving applications is **March 11, 2017**. Only the applicants selected for interview will be contacted.

请务必在申请信中注明所申请职位。请在 **3月11日前** 将 申请信和简历 送至一下地址（任选其一）：

电子邮箱： homestay@cn.peacecorps.gov

邮寄：美中友好志愿者办公室，四川大学 278 信箱，望江路 29 号。邮编 610064

谢绝来访。我们将与初选合格者联系面试事宜。

Homestay Coordinator 接待家庭协调员

（工作时间：2017 年 4 月中旬至 6 月中下旬。

(Homestay Coordinator position from mid April to mid/late June, 2017, working hours are flexible)

主要职责: Duties

The responsibilities include the following:

负责各培训点接待家庭走访、挑选及培训；与接待家庭项目相关的后勤行政工作；

- Identifying/screening potential host families prior to Pre-Service Training (PST)
- Orientating the selected host family about the home stay program

- All administrative and logistical tasks associated with the PST Homestay Program.

Qualifications

- Chinese citizen
 - Fluency in spoken and written English;
 - A bachelor's degree or higher;
 - At least two years' experience in the duties and responsibilities described above;
 - Experience working with Americans or other foreigners;
 - Good communication and organizational skills;
 - Good presentation skills.
 - Computer skills in word processing, spreadsheet, and database applications;
 - An ability to work with a diverse group of Trainees and trainers in an effective and harmonious manner;
 - An ability to work within a strict time frame (i.e. punctuality);
 - A tolerance for ambiguity and an ability to adapt and change when necessary;
 - A positive attitude towards China, its people, the Peace Corps and its projects worldwide.
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- 中国公民
 - 英语娴熟
 - 学士或硕士及以上学历
 - 良好的沟通和管理技能
 - 良好的培训技能
 - 能熟练使用 Word, Excel
 - 两年以上上述工作经验
 - 有和美国人或其他外国人共事的经验
 - 熟悉中国文化并能提供文化指导
 - 能高效且和谐地和不同背景的队员和培训人员工作
 - 能遵守严格的工作时间
 - 能灵活变通

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